

## APPENDIX A

# FORMS AND PUBLICATIONS

Forms referenced in the Dealer Manual are listed here by order of form number, form description, and source. Please refer to this key to determine where to obtain the form(s).

<b><u>SOURCE KEY</u></b>			
①	Local Secretary of State Branch Office	⑤	Michigan Department of State Licensing Unit 430 West Allegan Street, 3 <sup>rd</sup> Floor Lansing, Michigan 48918 Phone: (517) 636-6400 Fax: (517) 335-2810
②	Michigan Department of State Purchasing & Contracts Section Lansing, Michigan 48918-1444 Phone: (517) 373-2570 Fax: (517) 335-7338		
③	Printer or Business Form Company	⑥	Web Site: <a href="http://www.michigan.gov/sos">http://www.michigan.gov/sos</a> , Click on "Services to Businesses" or "Owning a Vehicle"
④	Local Law Enforcement Authorities	⑦	Fax-on-Demand

<b><u>Form No.</u></b>	<b><u>Form Description</u></b>	<b><u>Source</u></b>
None	<i>Michigan Vehicle Code (\$16 by mail, \$12 picked up)</i>	②, ⑥
None	<i>Michigan Vehicle Dealer Close-Out Statement (Temp. Location)</i>	⑤, ⑥
None	<i>Uniform Vehicle Dealer Surety Bond</i>	⑤, ⑥
None	<i>Major Component Parts Sale Record</i>	③
None	<i>Odometer Disclosure Statement</i>	③
None	<i>Police Book</i>	③
A-226	<i>Michigan Department of State Refund Request Form</i>	①, ⑥
AR-0012	<i>Motor Vehicle Repair Facility Registration Application</i>	⑤, ⑥
AR-0032	<i>Original Vehicle Dealer License Application</i>	⑤, ⑥
AR-0033	<i>Vehicle Dealer License Renewal Application</i>	⑤
AR-0066	<i>Vehicle Dealer Supplemental Location License Application</i>	⑤, ⑥
AR-0068	<i>Vehicle Dealer License Application Change of Name and/or Change of Address</i>	⑤, ⑥
AR-0069	<i>Dealer Corporate Officer Change Application</i>	⑤, ⑥

<b><u>Form No.</u></b>	<b><u>Form Description</u></b>	<b><u>Source</u></b>
AR-0184	<i>Application for the Replacement of a Lost Title</i>	⑤, ⑥
AR-0185	<i>Dealer's Lost Title Replacement Certificate Form</i>	⑤
AR-0188	<i>Original Salvage Vehicle Agent License Application</i>	⑤, ⑥
AR-0191	<i>Salvage Vehicle Agent Application for Corrected or Duplicate License</i>	⑤, ⑥
B-32	<i>Parental Consent to Sell a Vehicle to a Minor</i>	①, ②, ⑥
BFS-4	<i>15-Day Temporary Registration for a Motor Vehicle, Trailer, or Trailer Coach--New Plate</i>	①
BFS-18	<i>Dealer Request for a Designated Branch Office</i>	①, ⑥
BFS-72	<i>Instructions for Titling an Assembled Vehicle</i>	①
BFS-152	<i>Application for Electronic Funds Transfer (EFT)</i>	①, ⑥, ⑦
Form 137	<i>Affidavit to License and Title a Demonstrator</i>	③
MV-118	<i>Michigan License Plate Fees and Base Prices booklet</i>	①, ②, ⑥
RD-108	<i>Application for Michigan Title--Statement of Vehicle Sales</i>	③
TR-9	<i>Scrap Vehicle Inventory</i>	②
TR-11L	<i>Application for Certificate of Title and Registration</i>	①, ⑥
TR-12	<i>Application for Original Michigan Salvage Title or Scrap Title</i>	①, ②, ⑥
TR-13A	<i>Application for Salvage Vehicle Inspection</i>	①, ②, ⑥
TR-13B	<i>Salvage Recertification Inspection</i>	④
TR-29	<i>Certification from the Heir to a Vehicle</i>	①, ②, ⑥, ⑦
TR-34	<i>Certification</i>	①, ②, ⑥
TR-52	<i>Notice of Abandoned Vehicle</i>	④
TR-54	<i>Vehicle Number and On-Road Equipment Inspection</i>	①, ②, ④
TR-114	<i>Special Mailing of Certificate of Title</i>	①, ②, ⑥
TR-128	<i>Appointment of Agent</i>	①, ②, ⑥, ⑦
TR-205	<i>Ownership Certification</i>	①, ⑥
WR-11L	<i>Application for Certificate of Watercraft Title and/or Registration</i>	①

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# FAX-ON-DEMAND

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Many Michigan Department of State forms can be obtained through the Department's Fax-on-Demand program.

- All it takes is one telephone call and the information you requested will be sent to your fax machine.
- There is no waiting. When the Fax-on-Demand computer receives your request for forms and information, it processes your order instantly.
- It can be used 24 hours a day, seven days a week.

Fax-on-Demand offers more than 50 forms, each with its own document number, which are listed on the following pages.

Using a touch-tone telephone key pad, enter the document number of the form you are requesting at the voice prompt. You can order as many different forms as you need.

There is no charge for the Fax-on-Demand service, other than the cost of a telephone call.

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**A catalog of all forms is available by telephoning Fax-on-Demand.**

**517/335-4FAX**

**The catalog will be faxed to the fax machine you designate.**

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There are three easy steps to Fax-on-Demand:

1. **Telephone 517/335-4FAX (4329).** Have the telephone number of your fax machine ready.
2. Respond to the recorded messages from Fax-on-Demand by entering the numbers on your telephone key pad.
3. Use the document numbers provided here or request them from Fax-on-Demand. Then order the documents and forms you need.

## **FAX-ON-DEMAND CATALOG OF DOCUMENTS**

<b>Document Number</b>	<b>Document Name</b>	<b>Description</b>
104	Michigan Great Lakes Splendor License Plate Request Form	
105	The New Michigan Driver License	
111	Application for Appointment as Michigan Notary Public	
112	Fax form to schedule authentication requests	
113	Notaries Public Guide	
121	Change of Address/Voter Registration Form	<i>SOS-351 (2/99)</i>
135	University license plate application	<i>ED-109 (11/99)</i>
136	Amateur radio operator call letter license plate application	NOTE: Vehicle owner/lessee must hold an unexpired Amateur Radio Operator license issued by the FCC. <i>M-74 (11/96)</i>
137	Historic license plate application	<i>BDVR-96 (3/95)</i>
138	Veteran/Special Organization license plate application	<i>BDVR-87 (12/99)</i>
139	Personalized license plate application	<i>BDVR-107 (9/96)</i>
140	Handicapper parking permit application	<i>BFS-108 (12/95)</i>
150	Handicapper license plate application	<i>MV-110 (9/96)</i>
170	Graduated Licensing in Michigan	Questions & answers. <i>SOS-358 (12/96)</i>
174	Thumb/Southeast/Metro Detroit Testing Organizations	Periodically updated driver applicant information.
175	Upper Peninsula Testing Organizations	
176	Western Lower Peninsula Testing Organizations	
177	Northeast/Central Lower Peninsula Testing Organizations	
200	How to title and register a motor vehicle in Michigan	Information on titling and registering a vehicle in the State of Michigan.
202	Guide to renewing your license plate tabs in Michigan	How to renew your vehicle registration and license plate tabs in the State of Michigan.
203	Appointment of agent/power of attorney form	Used to assign legal power to a person for transferring the title or registration on a vehicle, watercraft or mobile home. <i>TR-128 (11/92)</i>
204	Certification from the heir to a vehicle	A form used to transfer ownership of a vehicle when the owner is deceased. <i>TR-29 (12/93)</i>
205	Certification of repossession	A form used to apply for repossession of a vehicle. <i>TR-10 (3/89)</i>
210	Mobile Branch Office	Information on our full-service mobile office.
400	Consumer's Automotive Information and Complaint Kit	<i>SOS-197 (11/97)</i> Used to file a complaint with the Bureau of Automotive Regulation about a problem with repair service or vehicle sales.
401	Consumer's Guide to Vehicle Leasing	<i>SOS-366 (5/98)</i>
402	Consumer's Guide to Vehicle Restoration	<i>SOS-371 (9/98)</i>

409	Consumer's Guide to Collision Repairs	<i>SOS-356</i> (12/01) Describes what is involved when collision repairs are needed and details your rights as a consumer.
410	Consumer's Guide to Brake Repair Service	<i>SOS-353</i> (9/01) Provides information about brake repairs and advises what to do if you have a complaint.
411	Consumer's Guide to Automatic Transmission Service	<i>SOS-264</i> (12/01) Provides information about automatic transmission problems and advises what to do if you have a complaint.
412	Auto Repair Rights and Tips	<i>SOS-142</i> (7/95) Important information about your rights as a consumer and also tips to help you avoid problems or unnecessary expense when your vehicle needs repairs.
413	Consumer Tips when Purchasing/Selling a New or Used Vehicle	<i>SOS-236</i> (12/96), <i>SOS-260</i> (7/96) What every buyer and seller should know about the purchase or sale of a motor vehicle.
414	Frequently Asked Questions About Becoming a Licensed Dealership	A listing of commonly asked questions about becoming a licensed dealership in Michigan.
415	Frequently Asked Questions About Mechanic Certification Requirements	<i>AR-0145</i> (5/00) Includes information about requirements, fees and trainee permits.
416	Mechanic Certification Test Site Locations	<i>AR-0144</i> (9/99) A list of selected SOS branch offices which offer mechanic testing.
417	Mechanic Recertification Information	<i>AR-1093</i> & <i>AR-0194</i> (5/00) Recertification training providers and requirements.
418	Mechanic Test Study Guides & Reference Materials	Includes study guides for Engine Tune-up/Performance, Electrical and Brakes as well as recommended reference materials for the Automotive & Light Truck Repair categories.
420	Electronic Funds Transfer Application for Dealerships	A form to establish an electronic funds transfer account with the Secretary of State.
440	Consumer Information Signs	A list of businesses that carry the signs required by MVSRA (Public Act 300 of 1974).
441	A Guide to the Auto Repair Law: for Mechanics & Repair Facilities	<i>AR-0097</i> (11/95)
601 - 620	Department of State Branch Office Locations and Hours	
801	UCC-1 and UCC1ad, National Original UCC Financial Statement & Addendum	<i>UCC-1</i> (7/29/98)
803	UCC-3 and UCC3ad, National UCC Financing Statement Amendment	<i>UCC-3</i> (7/29/98)
811	UCC-11 MI Information Search Request	<i>UCC-11</i> (10/19/01)
853	Requesting Your Own Record	<i>BDVR-153</i> (6/98) Use this form to request your own driving or vehicle record information.
854	Commercial Record Request	<i>BDVR-154</i> (6/98) Use this form to request driving or vehicle record information about someone else.
996	Substance Abuse Evaluation Form and Instructions	Includes sobriety documentation form and list of referral agencies.